

# Operator's Lesson Plan

## IMAGING

### I. Introduction

1. Images are associated with NCIC 2000 records to assist in identifying a person or property. Several types of images can be stored in NCIC 2000. Images can be stored for a person, property, or as a reference.
2. The types of images that can be stored for a person are mug shot, signature, and identifying images.
3. Identifying images can also be stored to help identify property. Articles, parts, boats, and vehicles can be associated with an identifying image.
4. Images stored as references are referred to as generic images. **At this time, the Gun and Securities Files do not have image capability.**

### II. Objective

Upon completion of this lesson, the user will be able to answer test questions related to the Query, Entry, Modify and Clear/Cancel of Imaging data into IDACS/NCIC.

### III. NCIC 2000 images have the following characteristics:

1. **MUGSHOTS AND IDENTIFYING IMAGES**  
Scanned mug shots and identifying images are gray-scale images. They are entered into the workstation with variable sampling rates depending on the original image size. The image is cropped to 256 x 256 pixels and 8 bits per pixel gray scale in the workstation.
2. Mug shots and identifying images within NCIC 2000 messages are compressed with the Joint Photographic Experts Group (JPEG) algorithm and a quality factor of 25.

### IV. Requirements for a QII Inquiry

1. Using the NIC of the base record, in which case all images associated with that record are returned at once.
2. Inquiring on a specific IMN, in which case only the requested image is returned. Including fields pertinent to a generic boat or vehicle image. These fields are VMA, VMO, VST, VYR, BMA, BTY, BLE, and BYR (BYR is optional).

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3. In all cases, the IND Field may be included. If the IND Field contains N, the hit response will be limited to the textual part of the image record. If the IND Field contains Y, the image will be included in the response. IND is optional; when it is not included, it will default to "NO".

## A. Image Inquiry Transaction. Return All Images (QII)

**Omnixx Force**

File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Message Log

**IMAGE INQUIRY TRANSACTION - RETURN ALL IMAGES (QII)**

**USER DATA**

User ID (UID)

Password Field (PWD)

Entering Agency (ENT)

Requestor (RQR)

**AGENCY/CASE DATA**

Originating Agency Code (ORI)  NCIC Number (NIC)

**IMAGE DATA**

Image Indicator (IND)  ...

**TEST INDICATOR**

Test Indicator  ...

**RETURN RESTRICTION DATA**

Return Restriction (HIT)

Command:

FOX-PRIM T DP521 TRN21 LOG 0 Message 13:53

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### Agency/Case Data

1. NCIC Number (NIC)
  - a. Required.
  - b. A self-checking number which is automatically assigned by the NCIC computer to each accepted record.

### Image Data

1. Image Indicator (IMD)
  - a. Values are "Y" for (yes) and "N" for (no).
  - b. Defaults to "N".

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## B. Image Inquiry Transaction. Return Image requested (QII-R)

The screenshot shows the Omnibox Force software interface. The title bar reads "Omnibox Force". The menu bar includes File, Forms, Edit, Comm, Options, Tools, Windows, Links, and Help. The toolbar contains icons for Transmit, Message Window, and Message Log. The main window is titled "IMAGE INQUIRY TRANSACTION - RETURN IMAGE REQUESTED (QII-R)". It contains several data entry sections: USER DATA (User ID (UID), Password Field (PWD), Entering Agency (ENT), Requestor (RQR)), AGENCY/CASE DATA (Originating Agency Code (ORI) with value INISP0000), RECORD IDENTIFYING DATA (Image NCIC Number (MN), Image IDX Number (MG)), IMAGE DATA (Image Indicator (IND)), TEST INDICATOR (Test Indicator with value N), and RETURN RESTRICTION DATA (Return Restriction (HIT) with value 10). At the bottom, there is a Command line and a status bar showing "FOX-PRIM", "T", "SPHQ00X9", "KDIGNIN", "LOG", "0 Message", and "15:52". The Datamaxx logo and "Leading Law Enforcement Technology" are at the bottom right.

### Record Identifying Data

1. Image NCIC Number (MN)
  - a. Required.
  - b. First character SHALL be "I" followed by nine numeric characters.
2. Image IDX Number (MN)
  - c. Required.
  - d. First character SHALL be "I" followed by nine numeric characters.

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## C. Image Inquiry transaction. Generic Boat (QII)

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File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Message Log

**IMAGE INQUIRY TRANSACTION - GENERIC BOAT (QII)**

**USER DATA**

User ID (UID)

Password Field (PWD)

Entering Agency (ENT)

Requestor (RQR)

**AGENCY/CASE DATA**

Originating Agency Code (ORI)

**BOAT DATA**

Make (BMA)  ... Type (BTY)  ...

Length (BLE)  Year of Manufacturer (BYR)

**IMAGE DATA**

Image Indicator (IND)  ...

**TEST INDICATOR**

Test Indicator  ...

**RETURN RESTRICTION DATA**

Return Restriction (HIT)

Command:

FOX-PRIM T DPS21 TRN21 LOG 0 Message 14:04

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### Boat Data

1. Make (BMA)
  - a. Required.
  - b. This field is used to give the brand or manufacturer's name of the boat.
2. Type (BTY)
  - a. Required.
  - b. This field is used to provide the boat type or the general design.
  - c. The format should be three characters, all alphabetic.
  - d. Must be a valid NCIC Code.
3. Length (BLE)
  - a. This field provides the length of the boat in feet.
  - b. It must be two numeric characters representing the overall length of the boat. Fractions of a foot should be rounded off to the nearest foot.

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4. Year of Manufacturer (BYR)
  - a. Must be four numeric characters.

## Image Data

1. Image Indicator (IMD)
  - a. Values are "Y" for (yes) and "N" for (no).
  - a. Defaults to "N".

## D. Image Inquiry Transaction – Generic Vehicle (QII)

The screenshot displays the Omnixx Force software interface. The main window is titled "IMAGE INQUIRY TRANSACTION - GENERIC VEHICLE (QII)". It contains several sections for data entry:

- USER DATA:** Includes fields for User ID (UID) (containing "TRN21"), Password Field (PWD), Entering Agency (ENT), and Requestor (RQR).
- AGENCY/CASE DATA:** Includes a field for Originating Agency Code (ORI) (containing "INISP0000").
- VEHICLE DATA:** Includes fields for Make (VMA), Model (VMO), Style (VST), and Year of Manufacturer (VYR).
- IMAGE DATA:** Includes a field for Image Indicator (IND).
- TEST INDICATOR:** Includes a field for Test Indicator (containing "N").
- RETURN RESTRICTION DATA:** Includes a field for Return Restriction (HIT) (containing "10").

At the bottom of the window, there is a "Command:" field and a status bar showing "FOX-PRIM", "T", "DPS21", "TRN21", "LOG", "0 Message", and "14:07". The Datamaxx logo and "Leading Law Enforcement Technology" text are visible in the bottom right corner.

## Vehicle Data

1. Make (VMA)
  - a. Required.
  - b. Must be a valid NCIC code.

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2. Model (VMO)
  - a. Required.
  - b. Minimum of two and a maximum of three alphabetic or numeric characters.
  - c. Do not skip spaces or use hyphens or any other special characters.
  - d. The model must be valid for the vehicle make entered.
3. Style (VST)
  - a. Required.
  - b. Must be a valid two-character NCIC code.
4. Year of Manufacturer (VYR)
  - a. Must be four numeric characters (MMDDYYYY).

## V. Guidelines for an Image Entry:

1. An image should be entered for a person or property when it will assist in identification of either.
2. A mug shot and a signature can be entered for Convicted Person on Supervised Release, Protection Order, Missing Person, Deported Felon, Violent Gang and Terrorist Organization, Unidentified Person, Wanted Person, U.S. Secret Service Protective, Foreign Fugitive, and Convicted Sexual Offender Registry Files.
4. An identifying image can be entered for Convicted Person on Supervised Release, U.S. Secret Service Protective, Missing Person, Deported Felon, Violent Gang and Terrorist Organization, Unidentified Person, Wanted Person, Convicted Sexual Offender Registry, Article, Vehicle, Boat, or Vehicle/Boat Part Files.
5. A generic image can be entered by FBI CJIS staff for any particular make of vehicle or boat.
6. The following rules apply to the number of images that can be associated with one record:
  - a. Only one of each of the following types of image can be associated with an NCIC 2000 person record:
    1. Mug shot
    2. Signature
  - b. Not more than ten identifying images (other than mug shot, and signature) can be associated with a person record.
  - c. Not more than ten identifying images (such as tattoos, dress, or graffiti) can be associated with a gang/terrorist group reference record.

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- d. Only one identifying image can be associated with vehicle/boat part or article.
- e. Only one identifying or generic image can be associated with a vehicle or boat.

## VI. Record Retention Period

Images that are associated with records are subjected to the same retention periods as those records.

## G. Image Entry Transaction. Mug Shot, Signature, and Identifying (EIM)

**USER DATA**

User ID (UID)

Password Field (PWD)

Entering Agency (ENT)

Requestor (RQR)

**AGENCY/CASE DATA**

Originating Agency Code (ORI)  IDX Number (IDX)

Date of Image (DOI)

**IMAGE DATA**

Image Type (INT)  Image Data (IMG)

**TEST INDICATOR**

Test Indicator

Command:

FOX-PRIM T DPS21 TRN21 LOG 0 Message 15:07

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## Agency/Case Data

1. IDX Number (IDX)
  - a. Required.
  - b. A self-checking number which is automatically assigned by the IDACS System to each accepted record.



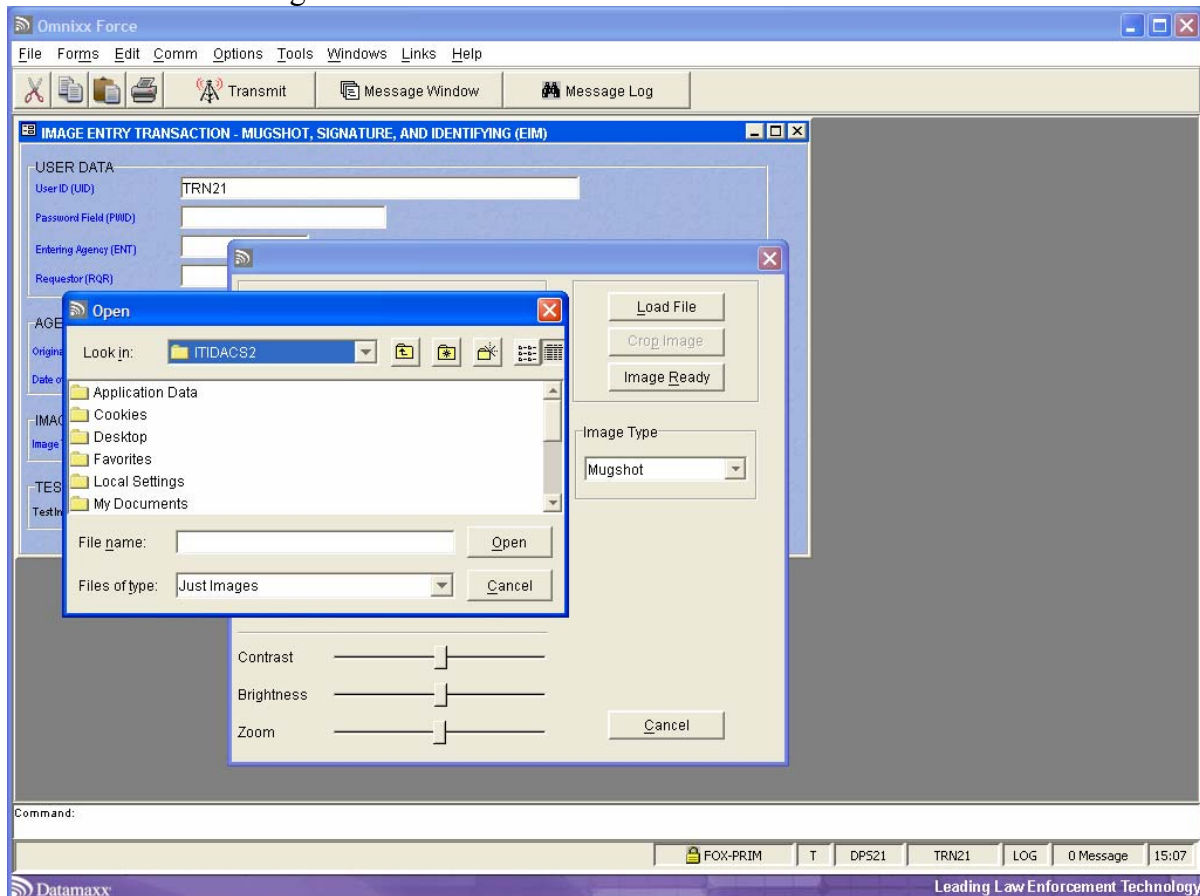
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2. Date of Image (DOI)
  - a. Required.
  - b. MMDDYYYY.
  - c. The date of the image is the date the photograph, or signature was taken. It may be useful in helping to estimate the aging factor of a mugshot.

## Image Data

1. Image Type (IMT)
  - a. Required.
  - b. Must be one of the following alphabetic codes:
    1. M - Mug shot
    2. S - Signature
    3. I - Identifying Image
2. Image Data (IMG)
  - a. Required.
  - b. This field contains an image in NCIC 2000 format.

## H. Loading File





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1. Select **Load File**.
2. When the pop up window appears the image may be retrieved from its stored location.
3. The Contrast, Brightness and the Zoom can be adjusted.
4. If the image is too large, select **Crop Image**. The system will crop the image to the proper size.

## VII. Image Data Modify Transactions.

### I. Image Data Transaction. Mug Shot, Signature, and Identifying (MII)

**Omnixx Force**

File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Message Log

**IMAGE DATA MODIFY TRANSACTION - MUGSHOT, SIGNATURE, AND IDENTIFYING (MII)**

**USER DATA**

User ID (UID)

Password Field (PWD)

Entering Agency (ENT)

Requestor (RQR)

**AGENCY/CASE DATA**

Originating Agency Code (ORI)

**RECORD IDENTIFYING DATA**

Image NIC Number (IMN)

Image Type (MT)

**MODIFY AGENCY/CASE DATA**

Date of Image (DOI)

**MODIFY IMAGE DATA**

Image Data (MG)

**TEST INDICATOR**

Test Indicator

Command:

FOX-PRIM T DPS21 TRN21 LOG 0 Message 15:04

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### Record Identifying Data

1. Image NIC Number (IMN)
  - a. Required.
  - b. First character SHALL be "I" followed by nine numeric characters.

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2. Image Type (IMT)
  - a. Required.
  - b. Must be one of the following alphabetic codes:
    1. M - Mug shot
    2. S - Signature
    3. I - Identifying Image

## Modify Agency/Case Data

1. Date of Image (DOI)
  - a. MMDDYYYY.

## Modify Image Data

1. Image Data (IMG)
  - a. This field contains an image in NCIC 2000 format.

## VIII. Image Cancel Transaction

1. Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid or no longer needed. When an image is canceled, it is unlinked from the record it is associated with. If the record is a fingerprint and is linked to other active records belonging to the same ORI, a REJECT - INVALID FINGERPRINT CANCEL message is received. Users may want to delete their link to a fingerprint through a cancel supplemental transaction. If there are other records linked to the same fingerprint and the ORI's are different, then the ownership of the fingerprint is transferred to the next (chronologically entered) record/ORI.
2. There are no clear procedures for the Image File. Clearing a record which is associated with an image results in the image being no longer active or retrievable.

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## A. Image Cancel Transaction (XIM)

**USER DATA**

User ID (UID)

Password Field (PWD)

Entering Agency (ENT)

Requestor (RQR)

**AGENCY/CASE DATA**

Originating Agency Code (ORI)  Date of Cancellation (DOC)

**RECORD IDENTIFYING DATA**

Image NIC Number (IMN)

**TEST INDICATOR**

Test Indicator

Command:

FOX-PRIM T DPS21 TRN21 LOG 0 Message 15:03

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### Agency/Case Data

1. Date of Cancellation (DOC)
  - a. Required.
  - b. MMDDYYYY.
  - c. The date entered must be the current date or the current date minus one.
  - d. If the transaction is received at NCIC between 2345 and 2400 (Eastern Time), the date entered must be the current date plus or minus one day.

### Record Identifying Data

1. Image NIC Number (IMN)
  - a. Required.
  - b. First character SHALL be "I" followed by nine numeric characters.